



State of Tennessee Department of Children's Services

## **Administrative Policies and Procedures: 28.1**

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### **Subject: Maintenance and Construction Guidelines for Youth Development Centers**

**Supersedes:** DCS 28.1, 08/01/03

**Local Policy:** No

**Local Procedures:** No

**Training Required:** No

**Applicable Practice Model Standard(s):** Yes

**Approved by:**

**Effective date:** 07/01/97

**Revision date:** 11/01/04

### **Application**

To All Department of Children's Services Youth Development Center Superintendents, Facility Managers, Director of Facilities and Support Services and Youth Development Center Employees

**Authority:** TCA 37-5-101; 37-5-102; 37-5-106

### **Policy**

The Department of Children's Services shall establish uniform maintenance and construction guidelines for use by its youth development centers that shall be outlined in the [\*Department of Children's Services Maintenance and Construction Guidelines\*](#) manual.

### **Procedures**

#### **A. Development of maintenance guidelines**

The Director of Facilities and Support Services shall develop specific maintenance guidelines necessary to implement and monitor maintenance and construction activities in DCS youth development centers including, but not limited to, the following areas:

1. Preventive and general maintenance and repair;
2. Maintenance monitoring, scheduling, and reporting;

3. Maintenance work requests;
4. Roof maintenance and repair;
5. Building systems maintenance and repair;
6. Central energy plant operations and maintenance;
7. Equipment inventory systems; and
8. Any other areas necessary to ensure policy compliance.

**B. Distribution of maintenance and construction guidelines**

The Director of Facilities and Support Services shall notify each youth development center of maintenance and construction guidelines updates and revisions. The *Maintenance and Construction Guidelines* manual can be accessed from the DCS Internet Website/DCS Policies.

**C. Annual review of maintenance and construction guidelines**

The Director of Facilities and Support Services shall review all guidelines promulgated under this policy annually to ensure accuracy and correctness. Necessary revisions shall be prepared and distributed by the Facilities and Support Services Division.

**D. DCS facilities maintenance plans**

Each Youth Development Center shall have a written plan for preventive maintenance of the physical plant, including provisions for emergency repairs or replacement in life-threatening situations.

## **Forms**

None

## **Collateral Documents**

*Department of Children's Services Maintenance and Construction Guidelines*

## **Standards**

ACA 3-JTS-3B-08

DCS Practice Model Standard - 8-306